



## Sheet A MODEL HHS SENIOR EXECUTIVE SERVICE PERFORMANCE PLAN

EXECUTIVE'S NAME	APPRAISAL PERIOD
ORGANIZATION	POSITION TITLE

### I. PERFORMANCE DEFINITIONS

**Fully Successful (FS):** Expectations are met or exceeded.

**Minimally Satisfactory (MS):** Performance is marginally acceptable; needs improvement.

**Unsatisfactory (U):** Undeniably unacceptable performance.'

### II. LEADERSHIP IN SUPPORT OF AGENCY STRATEGIC INITIATIVES – CRITICAL ELEMENT FS \_\_\_\_\_ MS \_\_\_\_\_ U \_\_\_\_\_

**Performance Requirement:**

### III. PERFORMANCE AGREEMENT – CRITICAL ELEMENT

**Performance Requirement:**

### IV. SIGNATURES AND DATES OF PERFORMANCE MANAGEMENT ACTIVITIES

**Establish Plan:** \_\_\_\_\_  
*Supervisor* \_\_\_\_\_ *Executive* \_\_\_\_\_ *Date* \_\_\_\_\_

**Progress Review:** \_\_\_\_\_  
*Supervisor* \_\_\_\_\_ *Executive* \_\_\_\_\_ *Date* \_\_\_\_\_

**Initial Rating:** **Fully Successful** \_\_\_\_\_ **Minimally Satisfactory** \_\_\_\_\_ **Unsatisfactory** \_\_\_\_\_  
\_\_\_\_\_  
*Supervisor* \_\_\_\_\_ *Executive* \_\_\_\_\_ *Date* \_\_\_\_\_

**Recommended**  
**Summary Rating:** **Fully Successful** \_\_\_\_\_ **Minimally Satisfactory** \_\_\_\_\_ **Unsatisfactory** \_\_\_\_\_  
\_\_\_\_\_  
*Chair, Performance Review Board*

**Annual Summary**  
**Rating:** **Fully Successful** \_\_\_\_\_ **Minimally Satisfactory** \_\_\_\_\_ **Unsatisfactory** \_\_\_\_\_  
\_\_\_\_\_  
*OPDIV Head*

## MODEL HHS SES PERFORMANCE PLAN INSTRUCTIONS

### Performance Plan

All elements of the performance plan are critical. Established requirements are written at the fully successful level in support of HHS goals and objectives.

All executives will be rated on the Leadership in Support of Agency Strategic Initiatives (Part II of the plan) element. In addition, the supervisor in consultation with the executive will develop and establish specific priorities in support of Agency strategic initiatives to be included as critical elements in the Performance Agreement (Part III of the plan).

The performance plan will be signed and dated by the supervisor and the executive in Part IV prior to implementation.

### Progress Review

Supervisors will conduct at least one progress review. Supervisor must provide written documentation if performance on any element is less than fully successful. The supervisor and the executive must sign and date Part IV after a progress review is conducted.

### Performance Assessment

Performance is assessed at the Fully Successful (FS), Minimally Satisfactory (MS) level or Unsatisfactory (U) level, by process described below:

At the end of the appraisal period, the executive should document accomplishments related to the critical elements. Documentation will speak to results and, as appropriate, customer satisfaction and employee perspectives.

The supervisor will assign a rating for each element, an Initial Summary Rating for the plan and provide written documentation on any element and/or Initial Summary Rating of less than Fully Successful. The supervisor will sign and date Part IV. A copy will be provided to the executive and the original forwarded to the PRB.

Executives may (1) request a higher level review of their Initial Summary Rating and/or (2) may provide a written response prior to the PRB review.

If a higher level review is requested, the reviewing official must make a separate written comment/ recommendation to the PRB. The reviewing official may not change the Initial Summary Rating. A copy of the reviewing official's input must be given to the executive and the supervisor. The executive will be given the opportunity to provide additional comments to the PRB.

The PRB will consider the Initial Summary Rating, any executive's response and other pertinent input. The PRB Chair will recommend a rating and sign Part IV.

### Final Rating

The OPDIV Head will assign the Annual Summary Rating after considering recommendations of the PRB and other appropriate input. The Annual Summary Rating will be provided to the executive.